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Program Enhancement Plan (PEP)
OUT-OF-HOME CARE COMMITTEE MEETING – MINUTES
Pyle Center, 702 Langdon Street - Madison
9:30 am – 3:30 pm
January 27, 2005

Attendees: Miriam Alvarenga, Teresa Bacchi, Mark Campbell, Mickie Coenen, Cathleen Connolly, Carol Corn, Michelle DeGroot, Therese Durkin, Don Gjesfjeld, Leslie Hamilton, Michelle Jensen-Goodwin, Martha Johnson, S. Kate Johnson, Liz Landerman, Lynn Lehr, Judy Martin (via phone), Steven Glamm, Barry Mickelson, Tara Miller, Jesus Mireles, Mark Mitchell, The Hon. John Murphy, Steve Obershaw, June Paul, Emily Probst, Gina Pruski, Jef Radecki, Deb Rosen, Cindy Schultz, Ellen Smith, Crystal Stollfuss, Renee Sutkay, Cathy Swessel, David Timmerman, Nan Upright-Sexton, Carol Vaughn, Judy Wilcox, Lynn Wilkins

Michelle Jensen Goodwin started the meeting with a welcome and had everyone introduce themselves.

Mark Mitchell gave an overview of the Child and Family Services Review (CFSR) process, gave an overview of the Program Enhancement Plan (PEP) Matrix and discussed the Out-of-Home Committee PEP Timeframes.

The committee decided to meet the first Thursday of each month from 9:00 am – 3:00 pm beginning March 3. Half of the day will be spent in a general session meeting and the other half will be scheduled for workgroup meetings. It is requested that committee members reserve the first Thursday of every month as a standing committee meeting with the exception of May.

The three workgroups agreed upon are Permanency Planning, Services to Foster Families, and Birth Family Involvement. Due to the short timeframes available and the amount of work that needs to be completed, the committee decided that DCFS staff should create drafts of materials and send out to the committee members for review throughout the PEP policy making process.

Workgroup assignments were made from the [PEP Timeframes by Quarter](#) Out-of-Home Care Committee matrix. The assignments are as follows:

Permanency Planning: O.1.; D.2.; D.3.; O.2.; (F.1.b.); and (F.2.). (The parenthesis signify that another workgroup has the lead on that issue.)

Services to Foster Families: K; (E.1.a.); E.2.; E.3.1.

Birth Family Involvement: F.2.; H.2.; N.1; E.1.a.; J.4.; (F.1.b.); J.1.a.; H.1.

The group discussed the importance of communication between committees especially since there are many overlapping issues. They also requested an organizational chart of the committees and workgroups.

